

**OUTSTANDING DEPARTMENT OF THE NAVY  
EMPLOYEE WITH DISABILITIES AWARD  
NOMINATION INSTRUCTIONS**

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**BACKGROUND:**

The purpose of this award program is to recognize and publicize the contributions and achievements made by physically and mentally disabled Department of the Navy (DON) employees. The program also reminds managers and supervisors that persons with disabilities are a valuable part of DON work force.

**CRITERIA:**

In order to be considered, nominees must:

- a. Demonstrate performance that clearly exceeds the job requirements in spite of severely limiting physical and/or mental factors.
- b. Exhibit courage and initiative in overcoming disabilities.
- c. Must be a Federal employee as defined in 5 U.S.C. 2105.

**NOMINATION:**

Activities and field offices should forward nominations via the chain-of-command. Commands are to review nominations, considering both the criteria listed above and other factors such as the nominee's assistance and encouragement to other disabled persons, and participation in outside activities. Select the best of the nominees to send forward for consideration. There is no limit on the nominations that may be submitted by commands.

Commands should forward an original and four copies of each nomination package to: The Deputy of the Navy, Office of Civilian Human Resources (Code 013), 614 Sicard Street, SE, Suite 100, Washington Navy Yard, DC 20374-5072.

Nominations must be received by 1 June 2004 in order to allow sufficient time for review by the Department of the Navy Review Panel (DARP) and to allow sufficient time for ceremony planning. The recipient will be recognized in ceremonies sponsored by both DON and the Department of Defense (DoD).

Commands are encouraged to develop their own awards programs to honor outstanding performance and achievements made by their disabled employees. These awards programs should not be used as the sole mechanism for recognizing disabled employees. Commands

may wish to develop certificates or some other appropriate form of recognition to present to those nominees whose names are not forwarded to the DARP.

#### **SELECTION:**

The panel members will review the nominations and make the final selection of the Outstanding DON Employees with Disabilities. Only one nominee can be selected each year, so command programs should emphasize the fact that being nominated for this award is, in itself, an honor and an indication of the nominating office's esteem and appreciation of the disabled employee and his or her contributions.

#### **CEREMONIES:**

Last year the 24<sup>th</sup> Annual DoD Disability Awards Ceremony and the 16<sup>th</sup> Annual DoD Disability Forum were combined and held in December. The DON recipient will be honored at a Navy ceremony presentation/ceremony, and at the DoD Disability Awards Ceremony in which each military department or agency's selectee is recognized.

Travel costs and per diem for awardee will be paid by the employing activity and/or the cognizant major command.

**OUTSTANDING DEPARTMENT OF THE NAVY EMPLOYEES WITH DISABILITIES**  
**AWARD NOMINATION PACKAGE FORMAT**

The following information should be provided in each nomination package:

1. Identification
  - a. Full Name: First Name, Middle Name (if any), Last Name
  - b. Date of Birth
  - c. Citizenship
2. Narrative justification for award covering job performance and examples of courage and initiative demonstrated which served as an inspiration to others.
3. Description of the individual's disability, its effect on the individual's life and job performance, and ways in which the disability is accommodated in the workplace.
4. Employment
  - a. Classification of current position (job series, title, and grade)
  - b. Individual's organization title (if any)
  - c. Employer (organizational unit, division or section, employing activity)
  - d. City and state where employed
  - e. Total years of Federal service
  - f. Length of service with current employing activity and in present position
  - g. Work experience other than Federal employment
5. Educational background (schools attended, fields of study, dates of graduation, degrees awarded, honors)
6. Agency recognition (awards, etc.), if not fully covered in the narrative
7. Community service, if not fully covered in the narrative
8. Community recognition (professional associations, community organizations, etc.), if not fully covered in the narrative
9. Other biographical data (e.g., family, hobbies, military service, place of birth, travel, or location of residence)
10. One 8"x10" glossy photograph or high-resolution digital photograph of the nominee at work (should show the individual in the workplace) - HEAD AND SHOULDERS POTRAIT IS NOT ACCEPTABLE
11. A signed release authorizing use of photography and information provided for promotion of the Awards Ceremony and the Department of Defense Disability Program.

